



King County

**INFORMATION TECHNOLOGY TRAINER
DEPARTMENT OF COMMUNITY AND HUMAN SERVICES
COMMUNITY SERVICES DIVISION/WORK TRAINING PROGRAM**
Hourly Rate Range: \$24.04 – \$30.47
Job Announcement: 05VB5433
OPEN: 8/22/05 CLOSE: 9/2/05

WHO MAY APPLY: One career service position open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Estella Torres, King County Work Training Program, 821 Second Ave, Suite 500, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Melinda Giovengo at 206-205-6510 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. **If you deliver your application, please come to Suite 400. Faxes are accepted – but must be followed with a hard copy. No emails will be accepted.**

FORMS AND MATERIALS REQUIRED: *A [King County application form](#), *resume and *letter of interest detailing your background and describing how you meet or exceed *each of the numbered requirements (#1 - 10)* listed below are required. A King County application can be downloaded from the King County web site, <http://www.metrokc.gov/ohrm/jobs/>, or picked up from Room 450 in the King County Administration Building, 500 4th Avenue, Seattle

WORK LOCATION: YouthSource Renton – 919 SW Grady Way, Renton, WA 98055, or at various locations throughout King County as assigned.

WORK SCHEDULE: Typical work hours are 35 hours per week, 8:30 AM – 4:30 PM, Monday through Friday, but alternative schedules may be assigned as required by the program. This position is overtime eligible.

JOB SUMMARY: This position works with a culturally diverse group of at-risk young adults and teaches computer skills as a part of a team designed to assist individuals to enhance their technology skills and become successful at school and work, and lead more productive lives.

PRIMARY JOB DUTIES INCLUDE:

- Teach Cisco A+ course (Cisco IT Essentials I) and basic computer skills to a culturally diverse group of at-risk young adults (16 – 24 years old) on an individual and small group basis.
- Daily classroom preparation required to effectively lead the class and achieve student outcomes.
- Plan and implement an effective outcome based delivery of the advanced computer skills (Cisco IT Essentials I) over a four-month long learning period, including skills retention activities (hands-on labs) that will prepare at risk dropout students for Cisco A+ Service Learning projects and will serve as job skills training.
- Assist with the maintenance of the Digital Bridge Technology Academy hands-on lab and learning spaces. These include a 12 – 15 PC learning lab, and a multipurpose hands-on hardware lab for all current Cisco A+ IT Essentials activities.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/jobs.html> Website Address (206)-296-8535 TTY

- Record and maintain accurate student progress report records to ensure that all learning benchmark skills are met in the curriculum.
- Manage service learning projects in the community.
 - Facilitate proper planning for projects.
 - Instruct students with the technical aspects of preparing each computer and network configuration (aid with troubleshooting) for each service-learning project.
 - Work with outside agencies' service learning coordinator to prepare students to go out in the field. This includes but is not limited to soft skills preparation, background on organization, as well as any other requests from the organization while they are working on-site.
- Supervise students at off-site service learning projects throughout the community and teach customer service skills.
- Assist with the maintenance of the Digital Bridge Resource Management system (for donated computers).
- Maintain and troubleshoot the Learning Lab PCs for basic skills learning.
- Prepare and configure the Hardware Skills lab for teaching Cisco IT Essentials II: Network Operating Systems.
- Mentor students. Offer counsel and career advice to youth regarding career path/opportunities open to them with post-secondary training. Encourage students to attend college and further their knowledge and skills in their chosen career pathway.
- Work as a member of the Work Training Program team.

QUALIFICATIONS:

1. A Bachelor's degree in Education or Computer Science, OR a certificate in Cisco A+ (Cisco IT Essentials I and II) and 2 years teaching basic computer skills, or an equivalent combination of education and/or experience that provides the knowledge and skills to meet the job requirements.
2. Computer proficient; knowledge of Windows 98/NT/2000/XP; expert level in MS Word, PowerPoint, and Excel, working knowledge of the Internet, computer hardware experience. Web site design experience a plus.
3. Experience working with at-risk young adults.
4. Working knowledge of teen and adult learning styles and learning disabilities.
5. Ability to communicate clearly and effectively with students from diverse cultural and socio-economic backgrounds.
6. Ability to write case notes and maintain documentation to meet funding requirements and to ensure that all learning benchmark skills are met.
7. Must be able to work as a team member and have good interpersonal and facilitation skills.
8. Must be able to lift desktop components and reach wiring at floor level.
9. Valid Washington State Driver's License, or the ability to travel about the county in a timely manner.
10. Ability to pass a Washington State Patrol background check.

UNION MEMBERSHIP: Positions in this classification are represented by Local 17, International Federation of Professional and Technical Engineers.

CLASS CODE: 8591 Position #: 93-8800-0674